VII-7.50(A) UNIVERSITY OF MARYLAND PROCEDURES RELATED TO FAMILY
AND MEDICAL LEAVE FOR NONEXEMPT AND EXEMPT STAFF
EMPLOYEES
(Approved on an interim basis by the President August 31, 2018; Amended and
approved March 12, 2019)

The University of Maryland adheres to University System of Maryland (USM) VII-7.50 USM
Policy on Family and Medical Leave for Nonexempt and Exempt Staff Employees (Approved by
the Board of Regents on August 27, 1993; Amended on April 16, 2004; Amended on October
22, 2004; Amended on June 18, 2010; Amended on October 9, 2015; Amended on April 20,
2018). For complete policy requirements and provisions, refer to USM VII-7.50.

I. PURPOSE AND APPLICABILITY

The procedures herein are implemented by the University of Maryland (UMD) in accordance
with the USM Policy VII-7.50 Policy on Family and Medical Leave for Nonexempt and Exempt Staff,
approved April 20, 2018, (the “Policy”) and are the exclusive procedures that govern the
provision of Family Medical Leave (FML) at UMD. Under the Policy, eligible employees are
granted up to 12 work weeks of unpaid or paid leave within a 12-month period (leave year) for
qualifying family and medical reasons.

II. PROCEDURES FOR CALCULATING FML LEAVE

Effective April 20, 2018, the method of calculating an employee’s FML entitlement shall change
from a calendar year to a rolling 12-month period measured backward from the date an employee
uses FML. Under the rolling 12-month period measured backward, each time an employee takes
FML, the University will “look back” over the last 12 months, add up all of the FML taken
during that period of time, and subtract it from the standard 12-week/60-day FML entitlement.
The remaining balance is the amount of FML available for the employee’s use at the start of their
FML.

Employees taking FML in the period between April 20, 2018, to January 1, 2020, will do so
under whichever method (calendar year or rolling 12-month period) yields the greatest benefit to
the employee. Leave for employees taking FML after January 1, 2020, will be calculated using
the rolling 12-month period method in all cases.

III. DESIGNEE TO IMPLEMENT FML LEAVE

The Assistant Vice President for University Human Resources shall be the UMD designee to
implement FML for Exempt and Nonexempt Staff.